Highlights for Updating the 2012-2016 CIP

These "Highlights for Updating the 2012-2016 CIP" are provided as an aid in understanding the changes and other important information at a glance.

It is essential that your client airports document their needs for inclusion in the Type 2-State/Local Match Program in the event that funding again becomes available. Otherwise your client airports may lose out on development opportunities.

Additionally, there are some items that you will want to review prior to updating your airport CIPs as follows:

1. All CIP letter attachments are available on our website at http://www.in.gov/indot/2372.htm under **Aviation – CIP Updated Forms and Instructions for the period 2012-2016.**

2. Funding:
   - For FY 2011 – use 95% Federal, **1.25% State and 3.75% Local** costs respectively**.**
   - For FY 2012 - 2016 use 95% Federal, **1.25% State and 3.75% Local** costs respectively.

3. The FAA has published certain guidance and project milestones that are to be met for federally funded projects. Therefore you will want to read their **"Regional Guidance Letter - Airports Division" and attachment A, Number 5100.20** and dated December 12, 2007. This information gives requirements on phasing airport development projects effective last year. You will want to thoroughly review this information prior to updating the CIP for your client airports.

4. Provide justification for projects in accordance with FAA criteria.

5. Assume the $150,000 Non-Primary Entitlement program will continue for those airports that can show at least $150,000 of eligible airport development needs annually over the 5 year period.

6. Certain Revenue-Generating projects are included in the list of eligible projects that may be requested if specific eligibility requirements are met. Instructions are included in the attached information.

Final date for submitting the required three (3) sets of all requested information to the Office of Aviation is February 1, 2011 and each submittal includes:

1. Narrative Cover Letter on airport letterhead with projects listed in priority order by funding type and year on the front page followed by a summary by year of planned project activity and appropriate justification;
2. CIP Data Sheets fully completed for each project in 2012 dollars;
3. CIP Priority & Funding Summary;
4. Total Cost Breakdown by major element for each project with total for each year including costs for engineering fees; project inspection, environmental and etc;
5. Color sketches of projects on a 11" x17" size copy of the ALP with projects color coded by year requested;
6. Other support information as needed, such as the results of the environmental assessment (FONSI, Cat X and etc.) or a completed Revenue-Generating Facility Eligibility Evaluation Form when applicable, and
7. Three (3) sets punched for a 3 ring binder.

Please send your completed CIP Updates to me at the following address (Note-new room number is N955):

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IGCN – Room N955
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